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GOVERNMENT OF INDIA

MINISTRY OF RELIEF AND REHABILITATION

NOTIFICATION

New Delhi, the 1st July 1948

No. 21(20)Cus/48.—In exercise of the powers conferred by Section 22 of the East Punjab Evacuees (Administration of Property) Act, XIV of 1947, as amended by East Punjab Evacuees (Administration of Property) (Amendment) Act, XXVI of 1948, as extended to the Province of Delhi by the Notification by the Government of India, in the Ministry of Home Affairs, No. 72/7/47-Public (A), dated 29th December, 1947 and No. 8/4/48 (Judicial), dated 22nd April, 1948 the Central Government is pleased to make the following rules:—

1. **Short title.**—These rules may be called the Delhi Province Evacuees' (Administration of Property) Rules, 1948.

2. **Definition.**—(a) "The Act" means the East Punjab Evacuees' (Administration of Property) Act, 1947, as subsequently amended and as extended to the Province of Delhi.

(b) "Bank" means the Imperial Bank of India.

(c) "Refugees" means (i) a person, who, being displaced from any area outside India on account of civil disturbances or fear of such disturbances, has settled and is engaged or intends to engage in any occupation of gain in the Province of Delhi, or

(ii) a person in Delhi, who, having had his business, industry or property wholly or partially outside India, has lost, wholly or partially, such business, industry or property, on account of civil disturbances and who is engaged in any occupation of gain in the Province of Delhi.

3. **Method of payment of amounts due to the Custodian.**—Rents, rates, lease money, sale proceeds and other amounts payable to the Custodian in respect of evacuees' property under the Act or under these rules shall be tendered in cash or by postal money order to the Cashier in the office of the Custodian or to any other person who may be authorised by the Custodian in this behalf to receive such money.

The person receiving the money, on his behalf shall issue a receipt in Form No. 1.

Crossed cheques may, at the discretion of the Custodian, be accepted. In case of outstation cheques, the amount on account of bank commission should also be added to the amount due to the Custodian. No receipt for any cheque shall be a valid discharge of any liability unless the cheque is cashed.

4. Procedure of confirmation of transaction under Section 5(A).—(1) An application for confirmation under sub-section (2) of Section 5-A of the Act shall contain the following particulars:—

- (a) Boundaries, Municipal Number and location of the property transferred and also Khasra number in case of agricultural land.
- (b) Particulars of the transfer sought to be confirmed including the dates of the transfer and registration, if any, the addresses of the parties and the consideration paid or deferred.
- (c) Particulars of any previous transfer in respect of the property.
- (d) The name and the address of the person in possession of the property transferred and the capacity in which such person is in possession.

The application shall be verified in the manner prescribed for verification of pleadings and shall be accompanied by a copy of the transfer deed in question, and also a schedule containing the particulars of any other property owned, possessed or transferred by the transferor after 31st of March, 1947.

(2) The application shall be presented by the transferor or the transferee personally or by his duly authorised agent and shall bear a Court Fee Stamp of Re. 1.

(3) The Custodian shall cause a notice in Form 2 to be served on the transferor or the transferee, as the case may be, and on the person in possession of the property transferred, and may cause a similar notice served on any other person mentioned in the application.

(4) A public notice shall also be published in a daily newspaper at the expense of the applicant.

(5) If any application is pending on the date of the publication of these rules, the applicant may, sue moto within thirty days from the date of publication of these rules or on the order of the Custodian within the period specified therein, amend the application so as to bring it in conformity with these rules and may also make up the deficiency in court fee stamp within the period aforesaid.

(6) In case the applicant fails to amend the application in accordance with sub-rule (5) the Custodian may dismiss the application or proceed to decide it on the materials before him.

(7) After the notices are served in accordance with the provisions of Sub-rules (3) and (4), the Custodian shall, after such summary inquiry as he deems fit, pass order confirming the transfer or declining to confirm it and shall state his reasons therefor.

(8) In case the application fails to amend the application in accordance with

- (a) rehabilitation of refugees, and
- (b) prevention of benami transactions.

5. Appeal.—An appeal under Section 5-B of the Act shall be preferred by an application stamped with a Court Fee Stamp of Re. 1 setting out the grounds on which the appeal is preferred. It shall be presented by the applicant or by his duly authorised agent. The appeal shall be decided after notice to the parties to the appeal and to any other person who, in the opinion of the appellate authority, may be interested in the result of the appeal. The appellate authority may admit any additional evidence and decide the appeal or remand the case for further inquiry.

6. Procedure under Section 6.—(1) An order or a demand under Sub-section (1) of Section 6 shall be in Forms 3 and 4 as the case may be.

(2) Eviction under Sub-section (2) of Section 6 shall be made by a warrant in Form No. 5 which shall be signed by an officer not below the rank of Deputy Custodian and one copy whereof shall be forwarded to the Police Officer of the Police Station concerned, or such other Police Officer as may be Incharge of carrying out eviction, who shall forthwith take steps to effect the eviction with the use of such force as may be necessary.

(3) Every Police Officer to whom warrants of eviction have been sent for execution shall submit a weekly report to the Deputy Superintendent of Police having jurisdiction and a copy thereof to the Custodian, giving the details and number of warrants entrusted to or executed by him together with such other particulars as may be necessary.

7. **Made of taking possession of movable property.**—Where the property to be taken possession of is movable property other than that specified in rule 8, the possession shall be taken by actual seizure and the Custodian may keep the property in his own custody or entrust it to a superdar on such terms as to security in Form 6, as the case may be, provided that if the property is subject to speedy or natural decay or when the expense of keeping it would exceed its value, the Custodian may sell it forthwith.

8. **Mode of taking possession of debentures, securities, shares, stock, dividend, interest, etc.**—When the property to be taken possession of is a debenture, security, share, stock, dividend, interest or other debt due to the evictee, the possession shall be taken by serving a notice on the company or corporation or other person liable to pay the same, prohibiting him from making payment or effecting any transfer, except in accordance with the written order of the Custodian. The notice shall be served in the manner hereinafter provided.

9. **Preparation of Inventories of movables.**—When the Custodian takes possession of any movable property, including any stock-in-trade or plant or machinery or any undertaking, he shall prepare an inventory of the property in Form No. 7 and also keep a record of the proceedings as required by Sub-section (3) of Section 6.

10. **Procedure under Section 7 of the Act.**—(1) An application under Section 7 shall contain full particulars of the nature of the interest or right which the applicant claims and the facts upon which the same is based and shall be accompanied with two copies thereof. It shall be stamped with a Court Fee Stamp of Re. 1 and shall be verified in the manner prescribed for the verification of pleadings. The application shall be presented in person or by a duly authorised agent to the Custodian or any person authorised by him in writing to receive such application.

(2) Notice of the application may be given by the Custodian to any person, who, in his opinion, is interested in the proceedings.

(3) If a party making an application fails to appear on the date fixed for hearing, the Custodian may proceed to decide the application on the material before him in absence of the party.

(4) The order passed by the Custodian shall be in writing and shall contain the reasons therefor.

11. **Security from Managers.**—The Manager appointed under Sub-section (2) of Section 9 shall, if required, furnish a security to the satisfaction of the Custodian and shall act under the general supervision and control of, and may exercise such powers as may be delegated in writing by the Custodian from time to time.

12. **Payments by Custodian.**—(1) No payment by the Custodian shall be made except after the payee has presented his bill and the Custodian after checking the same has passed order of payment theron.

(2) All payments made by the Custodian shall ordinarily be made by cheque signed by the Custodian or any person authorised by him in writing in this behalf; provided that if the amount involved does not exceed Rs. 50, the payment may be made in cash.

Note 1.—Cheque Books shall remain in the custody of the Custodian or any other officer who may be authorised by him in writing.

Note 2.—No cheque shall be drawn unless it is required for immediate delivery to the person to whom money is to be paid.

Note 3.—The bills shall be numbered serially for each month and shall after payment be stamped as under:—

“Paid *vide* cheque No. _____, date _____

in cash

(Sd.)

Accountant.

Cashier.

Note 4.—The bills shall, after payments, be filed and kept on record for audit.

18. Accounts.—The accounts of the transactions of the evacuees' property shall be maintained in the forms and in the manner as hereinafter specified.

(a) *Index Register*, giving reference to the pages of registers in which the transactions of the evacuees' property are recorded, shall be kept in Form No. 8 in which the names of the evacuees' shall be entered in alphabetical order.

- (b) (i) *Register of immovable property* (Form No. 9).
 (ii) *Register of movable property* (Form No. 10).
 (iii) *Register of debts or claims due to evacuees* (Form No. 11).
 (iv) *Register of valuables* (Form No. 12).

Evacuees property shall be noted in the relevant register maintained in the forms referred to in the margin. In particular the account books, title-deeds and other valuable and documents taken possession of be noted in the Register of Valuables. A slip in Form 13 shall be attached to each of the articles noted in the register of movable property and the register of valuables.

When any property is disposed of by sale or otherwise the details of the disposal shall be entered in the appropriate column of the relevant register.

- (c) The record of immovable and other property leased out shall be kept in Columns 1 to 10 of the Rent Demand and Collection Register in Form 14. The assessment and realization for the month shall be noted in the monthly cage concerned and the balance worked out, the amount, if any, written off being noted in Column 23.
 (d) The recovery of the amounts other than those which are recorded in the Rent Demand and Collection Register shall be made through the Miscellaneous Demand and Collection Register in Form 15.
 (e) The Rent Demand and Collection Register as well as the Miscellaneous Demand and Collection Register shall be balanced every month and closed at the end of each year and the outstanding balance struck and carried forward to the registers of the succeeding year. A certificate to the effect that all the recoverable demand for the year have been noted in the Registers and that the balance

have been correctly carried forward to the succeeding year's registers shall be noted at the end of the register.

- (f) A statement showing demands to the end of previous month recoveries made during the current month and the outstanding balance shall be submitted to the Ministry of Relief and Rehabilitation not later than the 15th of the next succeeding month explaining the causes of arrears and steps taken to clear them up.
- (g) When any property is sold or leased by public auction the bids shall be recorded in the sale register (Form 16), the signature or the thumb impression of the last bidder being obtained in Column 11 of the Form.

Note.—The intermediate bids in respect of property liable to fetch not more than Rs. 100 need not be recorded in the register.

- (h) A Cash Book in Form 17 shall be maintained, the amounts received or payments made on behalf of the Custodian shall be entered in the Cash Book on the date they are received or paid. The rent or auction money realised by the persons authorised by the Custodian shall be paid to the Cashier in the Office of the Custodian not later than the next working day with a Challan or Statement showing the details of realisations made. The cash in hand of the Cashier shall be counted at the close of each day by the Officer authorised by the Custodian and at the end of each month by the Custodian. Except for special reasons to be recorded, the cash in hand shall be deposited into the bank on the same day or on the next working day.

The balance in the bank column of the Cash Book at the end of each month shall be reconciled with the balance shown in the Bank Pass Book.

*Note.—If a cheque has lapsed it shall be cancelled and the amount taken as a receipt in the Cash Book and credited to a deposit account in the Ledger (Form No. 18). If the payee subsequently turns up and applies for renewal, the cheque, if in his possession, shall be obtained and destroyed and a fresh cheque issued again in Deposit Account. A note or re-payment shall be made in Red Ink against the relevant entry in the Cash Book and the Deposit Account in the Ledger. Deposits remaining unclaimed for complete 12 months shall be drawn on a contingent bill in Form No. 19 and credited into the Treasury under head XLVI Miscellaneous and the words "lapsed and credited to the Government on (specify date)" should be noted against the deposit concerned. Subsequent repayment shall be governed by rule 637 *et seq.* of the compilation of Treasury Rules, Vol. I.*

- (i) Separate account for each evacuee shall be kept in a Ledger in Form 18. Sufficient pages will be set apart for each evacuee. At the end of each month, the closing balances of movable and immovable property accounts shall be transferred to the personal account.
- (j) The ledger shall be balanced monthly and the balances extracted in Form 20. The total of the balances in the Ledger as worked out in the Register should agree with the cash in the Bank and in hand. If there is any difference, it shall be investigated and adjusted immediately.

Note.—A certificate that the balances in the Ledger agree with the cash in hand and in bank, shall be submitted by the 10th of the next following month to the Ministry of Relief and Rehabilitation for information.

- (k) Record of applications for copies and inspection fee shall be kept in a Register in Form 21. The amount realised will be credited to "Copying Fee Accounts" to be opened in the Ledger and shall be drawn at the end of each month and be credited to the head "XLVI—Miscellaneous Fees realised by the Custodian of Evacuees' Property".

Art. 14.—(a) The accounts maintained by the Custodian shall be audited as far as possible quarterly under the orders of the Deputy Accountant General, Food and Relief by a staff of peripatetic auditors. The Custodian shall place at the disposal of auditors all accounts, registers, documents, etc., and shall furnish all information which may be required by the Auditors.

(b) The results of audit will be communicated through the Inspection-report promptly and furnish copies showing the action taken thereon and the steps taken to avoid recurrence of the irregularities. Copies of the annotated audit notes shall also be furnished to the Ministry of Relief and Rehabilitation and the Ministry of Finance (Relief and Rehabilitation).

15. Fees.—For supplying of copies from any record in the office of the Custodian, the following fees shall be charged:

(a) Certificate of receipt of cash or duplicate copy of Challan ...	Re. 1
(b) Final order of the Custodian	Rs. 2
(c) An application, objection affidavit or statement of any part or witness	Rs. 3
(d) Any other document from the record	Rs. 4

Note.—The amounts shall be paid in cash along with the application which will be acknowledged, in Form 1 and its number quoted on the application.

(ii) Any person interested in the evacuee property may with the permission of the Custodian inspect the record relating to such property on payment of Rs. 5 in cash.

16. Procedure for restoration application under section 12.—A person claiming to be entitled to return of any property under section 12 shall make an application in writing bearing a Court Fee Stamp of Re. 1 and such application shall be supported by an affidavit duly attested by a person authorised to administer oath in the Province of Delhi. It shall be presented in person to the Custodian or any other person authorised by him in writing in this behalf. The applicant shall state in the affidavit that he has returned to the Province of Delhi and intends to reside in India permanently.

(2) A public notice of such application shall be published in a daily newspaper at the expense of the applicant.

(3) The inquiry under section 12(2) shall be held in the same manner as prescribed for inquiries under section 7 of the Act.

17. Manner of service or publication of notice, summons or order.—Service of publication of any notice, summons or orders under the Act or under the rules framed thereunder shall be effected in one or more of the following ways:—

- (1) by giving or tendering it to the person concerned or his manager or agent, if any;
- (2) by leaving it at the last known place of business or residence of the person concerned or by giving or tendering it to some adult member of the family;
- (3) by sending the notice, summons, or order by Registered Post;
- (4) by affixing the notice, summons or order on some conspicuous part of the premises concerned or by proclamation in the locality or at the last known place of business or residence of the person concerned or by publication in a daily newspaper.

18. Forms.—(a) Books of accounts and registers shall be printed and strongly bound and machine page-numbered before being brought into use.

(b) Stock account of all account registers, books and forms shall be maintained in Form 22. The receipt books shall be kept in the personal custody of the Officer-in-Charge of the Cash Section.

- 19. **Seal.**—The Custodian shall have a seal which will bear the words:—

"CUSTODIAN OF EVACUEE PROPERTY, DELHI PROVINCE."

20. **Administration charges and Custodian's Fee.**—(1) A fee equivalent of 10 per cent. of gross realisation made from evacuee property shall be charged as Administration charges. This fee shall be in addition to the expense incurred on the maintenance and repairs and other expenditure which may be incurred directly or indirectly on behalf of the evacuee.

(2) When any movable evacuee property is returned under sub-section (5) of section 12, administration charges equivalent to 10 per cent. of the assessed value of property shall be charged over and above any other charges which may have been actually incurred on maintenance, transport or storage of the same.

21. **Restitution.**—When any property taken into possession as an evacuee property is subsequently declared by the Custodian or any other competent authority, to be a non-evacuee property, the Custodian may, on the application of any party entitled to the actual possession thereof, take such action as will place the parties in the same position in which they were on the date of the possession. For this purpose the Custodian may order the person in occupation of the property to vacate the same and the Custodian may use such force or authorise the use of such police force as may be necessary for the purpose.

FORM No. I

(See rule 3)

GOVERNMENT OF INDIA

CUSTODIAN OF EVACUEES' PROPERTY

Date..... 194

Book No.....

Receipt No.....

RECEIVED from.....

Rs..... RUPEES.....

on account of.....

Signature of Cashier/Official granting
receipt.

FORM No. I

(See rule 3)

GOVERNMENT OF INDIA

CUSTODIAN OF EVACUEES' PROPERTY

RECEIPT FOR PAYMENTS TO GOVERNMENT

Book No..... Receipt No..... Place.....

Date..... 194

RECEIVED from.....

Rs..... RUPEES.....

on account of.....

Signature of Cashier/Official granting
receipt.

GOVERNMENT OF INDIA

MINISTRY OF RELIEF AND REHABILITATION
 OFFICE OF THE CUSTODIAN OF EVACUEES' PROPERTY
 NEW DELHI

FORM No. 2

(See rule 4)

To

WHEREAS the Transferor/Transferee.....
 has presented an application dated.....to the
 Custodian for confirmation of the transfer as specified below;

You are hereby required to be present on.....
 at.....in the office of the Custodian.

You may also bring any papers in your possession relevant to the inquiry.

Custodian of Evacuee Property.

PARTICULARS OF TRANSFER.

FORM No. 3

[See rule 6(1)]

GOVERNMENT OF INDIA

MINISTRY OF RELIEF AND REHABILITATION
 OFFICE OF THE CUSTODIAN OF EVACUEES' PROPERTY
 NEW DELHI

NOTIFICATION

Dated 194

In pursuance of the powers vested in me under sub-section (1) of section 6 of the East Punjab Evacuees (Administration of Property) Act, 1947 as applicable to the Province of Delhi, I hereby assume possession of and control over the evacuee properties specified in the schedule annexed hereto.

SCHEDULE

S. No.	Description.	Locality.

Custodian of Evacuees' Property.

FORM No. 4

[See rule 6(1)]

GOVERNMENT OF INDIA

MINISTRY OF RELIEF AND REHABILITATION

OFFICE OF THE CUSTODIAN OF EVACUEES' PROPERTY
NEW DELHI

Notice under section 6 of sub-section (2) of the East Punjab Evacuees (Administration of Property) Act XIV of 1947 as amended by the East Punjab Evacuees (Administration of Property) (Amendment) Act of 1948, as extended to the Province of Delhi.

WHEREAS I have assumed possession of and control over the undermentioned property as required by section 6 of the East Punjab Evacuees (Administration of Property) Act XIV of 1947, as amended by the East Punjab Evacuees (Administration of Property) (Amendment) Act of 1948, as extended to the Province of Delhi, by Ministry of Home Affairs, vide Notification No. 8/4/1948-Judicial, dated the 22nd April, 1948, I hereby demand that the possession of the said property be surrendered by you to me or to authorised by me, by failing which you will be evicted from the undermentioned premises, with all such force as may be necessary for the purpose.

Ser No.	Description	Locality.
.....

Custodian of Evacuees' Property.

Dated.....

To

.....
.....

FORM No. 5
 [See rule 6(2)]
WARRANT OF EVICTION
 GOVERNMENT OF INDIA
 MINISTRY OF RELIEF AND REHABILITATION
 OFFICE OF THE CUSTODIAN OF EVACUEES' PROPERTY
 NEW DELHI

Warrant of Eviction under section 6(2) of the East Punjab Evacuee (Administration of Property) Act XIV of 1947, as amended by the East Punjab Evacuee (Administration of Property) (Amendment) Act of 1948, as extended to the Province of Delhi.

WHEREAS a notice in writing dated.....
 in which a demand to surrender the possession of undermentioned property was made to.....

AND WHEREAS he has refused or failed to vacate the said property.

NOW THEREFORE in exercise of the powers vested in me by section 6(2) of the said Act, I hereby order that.....
 be evicted forthwith from the said property and the same be taken into possession. I also order the use of such force as may be necessary for the purpose of his eviction and for taking the property into possession.

Given under my hand and seal this..... day of
 194.....

Custodian of Evacuees' Property.

SERIAL NO.	DESCRIPTION	LOCALITY.

THE FORM OF THE BOND
 FORM No. 6

(See rule 7)

MINISTRY OF RELIEF AND REHABILITATION,
 GOVERNMENT OF INDIA

OFFICE OF THE CUSTODIAN OF EVACUEES' PROPERTY
 NEW DELHI

* KNOW ALL MEN BY THESE PRESENTS that we
 (Superdar) and

(Surety) do hereby bind ourselves and each of us,
 our and each of our heirs, executors and administrators to pay to the Governor-General of India on demand the sum of Rs....

Dated this..... day of..... 1948.

WHEREAS the above bounden (Superdar) has been entrusted by the Custodian of Evacuee Property, Delhi, hereinafter called 'the Custodian', with the custody of the property mentioned in the Schedule hereunder written;

NOW the condition of the abovewritten bond is such that if the above-bounden (Superdar) shall duly hand over to the Custodian whenever demanded by him, the property mentioned in the Schedule hereunder written in good order and condition and shall duly account for any loss which the owner of the property may suffer by reason of any default or neglect on his part and shall, until delivery to the Custodian as aforesaid properly maintain and take care of the said property and shall obey all orders of the Custodian in respect thereof then and in such case the abovewritten obligation shall be void and of no effect; otherwise it shall be and remain in full force and virtue.

The Schedule above referred to*

Signed and delivered by the above-bounden (Superdar) in the presence of.....

Signed and delivered by the above-bounden (Surety) in the presence of.....

FORM No. 7

(See rule 9)

GOVERNMENT OF INDIA

MINISTRY OF RELIEF AND REHABILITATION OFFICE OF THE CUSTODIAN OF EVACUEES' PROPERTY NEW DELHI

Dated

194 .

INVENTORY

List of properties recovered on.....
from the house/factory/shop/garden of.....
at..... No.....
Mohalla..... City.....

S. No.	Name of properties	Description

Witnesses

(1)

Signature of official recovering
the property.

(2)

Counter signature of Assistant/Deputy
Custodian.

FORM No. 8
See Rul: 13
INDEX REGISTER

Serial No	Name and father's name of evacuee with address before evacuation.	Firm's name, if any.	Date on which property taken over.	Reference to page of							REMARKS.
				5(a)	5(b)	5(c)	5(d)	5(e)	5(f)	5(g)	
1.	2.	3.	4.	Register of movable property.	Register of Immovable property.	Register of debts or claims due to evacuee.	Vulnerable Register.	Rent Register.	Misc. Demand and Collection Register.	Ledger.	Dates on which property restored or disposed of :

N. B.—The names in this register shall be written in alphabetical order.

F O R M No. 9

(See rule 13)

REGISTER OF IMMOVABLE PROPERTY

- | | | | |
|--|-------------------------------------|--|--|
| 1. Name of the Sector | 5. Name of Ward.
Name of Street. | 8. Assesseed Rent/
License fee. | 11. Particulars of Property. |
| 2. Name of owner with
parentage and Address | 6. Date of Occupation. | 9. Date of execution of
Lease/Grant of License. | 12. Dimensions. |
| 3. Name of occupant with
parentage and address | 7. Municipal Rent. | 10. Date of Expiry of
Lease. | 13. No. of Rooms. |
| 4. Municipal No. of house/
Business/Premises/Factory. | | | 14. Whether fitted with
Electricity and Water |

FORM NO. 10

(See rule 18)

REGISTER OF MOVABLE PROPERTY OF.....

Address :

FORM No. 11

(See rule 13)

REGISTER OF DEBTS DUE OR CLAIM DUE TO

Evacuee

Reference to Serial No. of Index Register

FORM No. 12

(See rule 13)

REGISTER OF VALUABLES

Serial No.	Name of estate	Reference to		Full particulars of property	Date of possession	Initials of the incharge	Date of disposal	How disposed of (in case of sale quote No. & date of receipt)	Initials of the incharge	REMARKS
		Index Register	Register of Moveable property							

N.B.—The entries in this register will be made in chronological order. The articles noted in the register will also be noted in the Register of Moveable property in Form 11.

FORM No. 13

(See rule 13)

MALKHANA LABELS

Name of estate.....

Date of possession.....

Serial No. of Register of Valuables.....

.....

FORM No. 14

(See Rule 13)

Rent Demand and Collection Register

Ward No.

Name of Mohalla

	12 House or shop No.
3	Name, percentage and address of owner
4	Reference to Index Register
5	Name and other particulars of tenants
	Particulars of property
7	Date of occupation
8	Authority
9	Monthly rent
10	Arrears up to 31st March 19
a	Amount assessed
b	No. and date of receipt
c	Amount realised
d	Balance
a	Amount assessed
b	No. and date of receipt
c	Amount realised
d	Balance
a	Amount assessed
b	No. and date of receipt
c	Amount realised
d	Balance
a	Amount assessed
b	No. and date of receipt
c	Amount realised
d	Balance
a	Amount assessed
b	No. and date of receipt
c	Amount realised
d	Balance

FORM No 15

(See rule 13)

Misc. Demand and Collection Register for the year

1	Serial No.	2	Name & Address of person by whom the demand is payable	3	Particulars of the owner	4	Reference to index register	5	Nature of demand & instalment	6	7	8	Demand	9	Total	10	Signature of the Assistant Collector	11	Number and date of receipt	12	Amount	13	Balance carried over to next year's register	14	Initials	15	Remarks
---	------------	---	--	---	--------------------------	---	-----------------------------	---	-------------------------------	---	---	---	--------	---	-------	----	--------------------------------------	----	----------------------------	----	--------	----	--	----	----------	----	---------

FORM No. 16

(See rule 13)

Sale list of property sold by the Custodian of

1	Serial No.	2	Date of sale	3	Particulars of property	4	Number of articles, if any	5	Name of estate	6	Reference to page No. of property register	7	Amount for which sold.	8	Amount recovered at the time of sale	9	Balance left due	10	Name of bidders and the amount of bids	11	Thumb impression or signature of purchaser; & highest bidder	12	No. and date of receipt issued	13	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	

N. B. — The possession of the property sold should not be given till full amount is realised.

FROM No. 17

(See Rule 13)

Cash Book for the month of 194

Receipts				Payments				Cr					
Date	Serial No.	Sector or Section	Receipt No.	On what account and from whom received	(6) Amount Cash in hand (a)	(6) received Cash in bank (b)	Remarks	Voucher No.	On what account and to whom paid	Amount in Cash (a)	Paid at bank (b)	Remarks	
1	2	3	4	5	Rs. a. p.	Rs. a. p.	7	8	9	10	11	12	13

FORM No. 18

(See Rule 13)

Ledger Account of the Estate of _____ Evacuee

Address:

Immovable Property

Movable property

Ledger No. Page No.

Ledger No. Page No.

[Rule 16(g)]

123456

193456

1
2

19

1
2

19

1
2

19

FORM No. 19
(See Rule 13)
CONTINGENT BILL

No. of cheque or voucher	Particulars	Amount
		Rs. a. p.
	Total	

Place.

Date

Pay Rs.

No. and date of cheque

}

Custodian.

(Date

Custodian.

FORM No. 20

(See Rule 13)

Register showing closing balance at the credit of each Estate or other head of account
during the year.....

Particulars of Ledger	CLOSING BALANCE OF THE LAST WORKING DAY OF												Remarks
	April 194	May 19	June 19	July	Aug. 19	Sep.	Oct. 19	Nov.	Dec. 19	Jan. 19	Feb. 19	March 19	
1. Unclaimed de- posits.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	
2. Deposit account													
3. Estate of,													
Ditto													
Ditto													
Total													

FORM No. 21

(See Rule 13)

Register of copying and Inspection fee realised.

Serial No.	Date	Name and address of applicant	4 Particulars of record to be copied		5 Date on which copy is supplied		6 Fee realised vide Receipt No. & date		7 Signature or thumb impression of the person receiving the copy or attesting the record
			inspected	on which copy is supplied	and time of inspection of record	Amount			
1	2	3	(a)	(b)	(a)	(b)	(a)	(b)	7

FORM No. 22

(See Rule 18)

STOCK ACCOUNT OF FORMS

NAME OF FORM

Date	Opening balance	Received	Issued	Closing balances	To whom issued	Signature of recipient	Remarks
1	2	3	4	5	6	7	8

N. B.—Separate pages should be allotted to each kind of form.

B. G. RAO, Dy. Secy.

